

County of Humboldt Job Specification
SHERIFF'S LIEUTENANT
Classification 0406
FLSA: Exempt



DEFINITION

Under general direction, plans, organizes, and manages the day-to-day operations of an assigned section within the Sheriff's Office to provide protection of life and property, enforcement of laws and ordinances, or crime prevention and investigation; directs and performs specified staff assignments; assists in the development and administration of departmental policy, planning, and budgetary matters; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Sheriff's Captain or higher ranks. Exercises direct supervision over sworn and non-sworn law enforcement, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a mid-management level classification in the sworn series responsible for planning, organizing, reviewing, and coordinating the day-to-day operations of an assigned patrol watch, functional section, or substation of the Sheriff's Office. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include implementing policies and procedures for assigned programs, budget monitoring and reporting, and program evaluation. Incumbents coordinate shift scheduling and operational management of bureau activities, staff, programs, and equipment. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Sheriff's Captain in that the latter has overall supervisory and budgetary responsibility for a division of the Sheriff's Office.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, coordinates, schedules, assigns, and directs the daily operation of an assigned section, function, or substation of the Sheriff's Office, directly or through subordinate supervisors.
- Provides complex staff assistance to upper management ranks; conducts a variety of organizational studies, investigations, and operational studies; develops and reviews reports related to assigned programs, activities, and services; oversees audits of law enforcement operations and programs; submits reports to state and federal agencies.
- Responds to critical incidents throughout the County during high-threat events and as needed to support assigned staff.

- Determines investigative strategies and reviews results of investigative work; coordinates major investigative work with the District Attorney and federal, state, and local law enforcement personnel.
- Directs and coordinates search and rescue operations; may coordinate security and crowd control at public events and demonstrations.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; discusses and coordinates discipline and other personnel issues with Sheriff's Captains or higher ranks.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; reviews performance evaluations and counseling of employees by Sergeants; and implements discipline procedures.
- Participates in the development and administration of a budget for an assigned section; directs the monitoring of and approves expenditures; monitors and recommends adjustments as necessary to the Captain.
- Works collaboratively with partnering County agencies and programs, community agencies, law enforcement, state and federal agencies, and other organizations to develop, modify, and promote law enforcement programs and services.
- May act as the divisional Sheriff's Captain on a relief basis.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, techniques, and equipment used in police service, including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, arrest and custody of prisoners, corrections, civil, emergency operations functions such as Incident Command Systems and Coroner/Public Administrator functions.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Proper and effective methods of deploying law enforcement personnel.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office operations.
- Court procedures and operations.
- Principles and practices of budget administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for an assigned law enforcement section, function, or substation.
- Administer complex and technical law enforcement operations and programs in an independent and cooperative manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

45 College or Training units, recognized by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)

and

6 years of Law Enforcement Experience with at least two (2) years in a supervisory capacity at a level equivalent to the County's class of Sheriff's Sergeant.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California Class C driver's license following hire date per California DMV regulations.
- Must possess a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) within twenty-four (24) months of appointment is desirable.
- Must possess and maintain firearms qualification.

PHYSICAL DEMANDS

- Mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards; to respond to emergency situations and apprehend suspects; to frequently walk, run, stand on uneven terrain, and climb and descend structures to access crime scenes and to identify problems or hazards; to frequently bend, stoop, kneel, reach, and climb to perform work; and to work in a secondary office or station environment, and use standard office equipment, including a computer.
- Strength and stamina to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.
- Vision and manual dexterity to operate vehicles including emergency response vehicles in all conditions, often at a high rate of speed in emergency situations; to maintain firearms qualification and to read printed materials and a computer screen.
- Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard.
- Hearing and speech to communicate in person, before groups, and over the telephone or radio.

ENVIRONMENTAL CONDITIONS

- The principal duties of this class are performed in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes.
- Also includes an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to be on call, work irregular hours, weekends, and holidays.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).